

**UNIVERSITY OF LOUISIANA
AT LAFAYETTE**

STEP Committee

Technology Fee Application

Dupré Library Special Collections Reading Room Conversion

Title

Neil Guilbeau, Sheryl Curry, and Arthur Almazan

Name of Submitter

(Faculty or Staff Only)

Edith Garland Dupré Library

Organization

Title: Dupré Library Special Collections Reading Room Conversion Date: 1-16-18
Name (Contact Person): Neil Guilbeau
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Department/College/Org: Special Collections/Dupré Library

ABSTRACT (250 words or less):

The Jefferson Caffery Reading Room in the Special Collections Department serves as the venue at Edith Garland Dupré Library for students, faculty and other users researching its unique, primary resources, as well as providing instruction for users. This room lacks video/Internet support for demonstrating online searching methods for primary resources, including locating indexes for finding aids, maps, Louisiana documents, photographs, and microfilmed newspapers. We are seeking advanced equipment that would enable us to combine primary resource instruction for students with our standard sessions, where we highlight our primary resources that must remain inside the department for security reasons, and to demonstrate how these resources can meet their research needs. Therefore, we are requesting a Digital SMART Classroom Large (Full Feature) conversion for the Caffery Reading Room to enable our department to utilize this area as a multipurpose space where Special Collections staff can perform orientation sessions and instruction for student tours, and then quickly convert back to a research area for our users.

PROPOSAL:

The Jefferson Caffery Reading Room in Edith Garland Dupré Library's Special Collections Department serves as the venue for students, faculty, and other users researching unique sources of information on Louisiana and related areas. While it is primarily an area for research, the room also serves as an area for instruction on locating the department's primary resources. The room consists of printed and audiovisual materials, two computer terminals for searching online tools, seating and a reference desk staffed by library employees. However, the area does not provide adequate support for instruction, lacking any audiovisual and Internet equipment that would fully demonstrate online searching methods for primary sources, including locating indexes for finding aids, vertical files, maps, Louisiana documents, photographs, and microfilmed newspapers.

Therefore, we are requesting a Digital SMART Classroom Large (Full Feature) conversion for the Caffery Reading Room to enable our department to utilize this area as a multipurpose space where Special Collections staff can perform orientation sessions and instruction for student tours, and then quickly convert the room back to a research area for our users. Combined with instruction, we seek to highlight our primary resources, which are not allowed to leave the department due to security reasons, and to demonstrate how these resources can meet our users' research needs. A document camera provided in the Full Feature SMART Classroom is an excellent tool for securely displaying these invaluable resources. We also need a dedicated, up-to-date computer, the DELL Optiplex 3050 Mini Tower with monitor, to serve at the heart of this SMART Classroom. We are unable to utilize existing computers in the Reading Room for the SMART Classroom because they already serve other designated functions.

The requested equipment will enhance our instruction process by enabling us to demonstrate searching techniques to multiple students in one session. These sessions will therefore serve to instruct more individuals in less time than the traditional one-on-one method. Group sessions also serve to provide important information to those students who are too uncomfortable to approach our staff and ask for personal assistance.

Because Dupré Library's mission involves providing students with information, both for their academic and personal lives, personnel in Special Collections are always seeking new and innovative ways of reaching out to students and providing them with the tools necessary to succeed at the university. Creating this SMART Classroom within the Jefferson Caffery Reading Room will enable us to meet these multiple obligations to our users with one space.

The equipment will have a life cycle of five years, maintained by STEP according to their sustainability policy for ongoing equipment maintenance and upgrades.

Person(s) responsible for:

1. **Implementation:** STEP, Information Media Networks (IMN), Outside Vendor, Neil Guilbeau, and Arthur Almazan.
2. **Installation:** STEP, Information Media Networks (IMN), Outside Vendor, and Arthur Almazan.
3. **Maintenance:** STEP
4. **Operation:** Special Collections Employees at Edith Garland Dupre Library
5. **Training (with qualifications):** Arthur Almazan, Sheryl Curry and Neil Guilbeau

Budget Proposal

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|----|-------------|-------------|---|
| 1. | Equipment | \$30,000.00 | Digital SMART Classroom Large (Full Feature) |
| | | \$300.00 | – New Dual Drop Wired Network Voice/Data Service |
| | | \$890.00 | – Standard Dell Optiplex 3050 Mini tower with Monitor |
| 2. | Software | \$ | |
| 3. | Supplies | \$ | |
| 4. | Maintenance | \$ | |
| 5. | Personnel | \$ | |
| 6. | Other | \$ | |

TOTAL: \$31,190.00

Previously Funded STEP Projects

Student Technology Enhancement Program (STEP) Grant. *Digital Signage in Edith Garland Dupré Library*. Awarded May 2011. Co-investigators Sheryl M. Curry and Betsy Miguez.

Student Technology Enhancement Program (STEP) Grant. *Lending Laptop Service at Edith Garland Dupré Library*. Awarded Dec. 2009. Co-investigators Sheryl M. Curry, Susan Richard, Duane Huvall, Linda Desormeaux, Lance Chance, Betsy Miguez and Heather Plaisance.

Student Technology Enhancement Program (STEP) Grant. *RefWorks Bibliographic Management Service: a Web-based Management Tool for UL Lafayette Users*. Awarded August 2005. Co-investigators Sheryl M. Curry, Ashley Bonnette and Helen Thompson, UL Lafayette English Department.